



**TOWN OF MANILA REGULAR MEETING
MANILA MEETING ROOM
145 E HWY 43
JANUARY 12, 2023 AT 5:30 P.M.**

MEETING CALLED TO ORDER: Mayor David Coombs called the meeting to order at 5:31 P.M.

PRESENT: Mayor David Coombs, Councilmembers, Randall Browning, Greg Scott, William Rylander, Gretchen Northcott, and Town Clerk, Marlana Connor

GUESTS: Leonard Isaacson, Kenn Winn, and Kathy Knight.

ZOOM GUEST: Clegg Batty with Aycock and Miles Associates.

EXCUSED: All the council members were present.

CONSENT CALENDAR: Councilmember Scott moved to approve the consent calendar consisting of payroll hours, budget worksheet, invoice register, transaction register, revenue analysis, and previous minutes. Councilmember Rylander seconded the motion. All were in favor. The motion carried.

RESULT: APPROVED

AYES: MAYOR COOMBS, COUNCIL MEMBERS NORTHCOTT, BROWNING, SCOTT, AND RYLANDER

FINANCIAL AUDIT REVIEW: Clegg Batty with Aycock and Miles Associates had done the financial audit for the town and set up a zoom meeting to go over the audit with the council members. Clegg said he wanted to thank the Town Clerk, Marlana. He said that she helps make the audits go smoothly and they appreciate that. Clegg started on page 15 and went over all of the government & business activities and explained where the town was in net positions. The Clerk, Marlana asked Clegg if they would change the business-type activities from electrical to landfill.

Councilmember Northcott liked how page 9 had a good breakdown of all of the funds on one page. There were a few questions from Councilmember Northcott, that Marlana had reached out to Clegg and forwarded his response back to Councilmember Northcott. On page 9 Expenditures for the current year, it said \$150,784 “more” than the budgeted amount. After talking to Clegg, it was determined that it needs to be changed to “less”. Clegg went over a 5-year comparison of cash balances and the revenue and expenses with the council members.

Councilmember Northcott moved to approve the financial audit with the changes. Councilmember Browning seconded the motion. All were in favor. The motion carried.

RESULT: APPROVED

AYES: MAYOR COOMBS, COUNCIL MEMBERS NORTHCOTT, BROWNING, SCOTT, AND RYLANDER

NORWOOD WATER EXTENSION: Mayor Coombs told the council that Sunrise Engineering had reached out to him to ask about going with a 6” line instead of an 8” line. It would save the developer an



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estimated \$5,000.00. Mayor Coombs did not like the idea of putting in a smaller line with all of the growth that has been happening. The council agreed that the line should be 8". The state allows for people to put in 6" lines, but with the growth in the area, the council doesn't want to go with a smaller line and have to install a larger line in the future. If the council agrees that the developer needs to use an 8" line the town will need to pay the difference. The council said that he will need to get 3 different bids for the cost of the pipe, and they will make a final decision at a later meeting.

Councilmember Northcott moved to table this item until further information is obtained.

Councilmember Scott seconded the motion. All were in favor. The motion carried.

RESULT: APPROVED

AYES: MAYOR COOMBS, COUNCIL MEMBERS NORTHCOTT, BROWNING, SCOTT, AND RYLANDER

GARY WHITE LETTER: Mr. Gary White had sent a letter about a water leak at one of his homes located at 112 N 4th E. He had asked for the council to waive the fees or write them off. The council denied Mr. White's request to write off the bill. The water break was on the customer's side of the meter and it is their responsibility to maintain their water pipes. Councilmember Scott moved to deny the request based on the leak being on the customer's side. Councilmember Northcott seconded the motion. All were in favor. The motion carried.

RESULT: DENIED

AYES: MAYOR COOMBS, COUNCIL MEMBERS NORTHCOTT, BROWNING, SCOTT, AND RYLANDER

KENN WINN/IMPACT FEES/ADU: The issue of whether to charge for impact and connections fees came up and Mr. Winn was told he would need to consult with the town council. Mr. Kenn Winn came to speak to the council about turning his garage into an accessory dwelling unit. The council discussed Mr. Winn connecting another sewer line (because there are two 90-degree angles creating issues with his current sewer line). Mr. Winn will cap the pipe off on both sides and will run a new line out from the house and use the old sewer line up to the proposed accessory dwelling unit. The council had decided after much discussion to charge the impact and connection fees when applicable. If another accessory dwelling unit does not have any additional connections, they would not need to pay the connection fees. They will always need to pay the additional impact fees for water and sewer; as a new residence on the property would impact the water and sewer system more than the original dwelling alone.

ANNUAL MEETING SCHEDULE: The Clerk, Marlena had updated the annual meeting schedule. The Planning and Zoning Commission would like to start their regular meetings at 5:30 unless work sessions are scheduled. Councilmember Scott moved to approve the meeting schedule. Councilmember Northcott seconded the motion. All were in favor. The motion carried.

RESULT: APPROVED

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FRAUD RISK ASSESSMENT: The council asked if more things could be added to the fraud risk assessment to help the town's score. The council would like to see a fraud hotline, and conflict of interest policy, and to have all employees and council members sign the statement of ethical behavior. Councilmember Scott moved to approve the fraud risk assessment. Councilmember Rylander seconded the motion. All were in favor. The motion carried.

RESULT: APPROVED

AYES: MAYOR COOMBS, COUNCIL MEMBERS NORTHCOTT, BROWNING, SCOTT, AND RYLANDER

Councilmember Browning moved to accept the ethical behavior form. Councilmember Northcott seconded the motion. All were in favor. The motion carried.

RESULT: APPROVED

AYES: MAYOR COOMBS, COUNCIL MEMBERS NORTHCOTT, BROWNING, SCOTT, AND RYLANDER

FLAMING GORGE FIRE AND EMS ANNEXATION UPDATE: Mayor Coombs had a conversation with the town's legal counsel, Rob Patterson. Mayor Coombs requested a list of all of the fire department inventory. Mayor Coombs said that the Local Service District wanted to know what the interest payment is on the Municipal Building Authority Bond and that there is not an interest rate associated with the bond payment. Mayor Coombs said that all 3 of the Daggett County Commissioners had agreed to deed the property over to the district as well.

TEMPORARY FILING CLERK/PRN: Marlena Connor, Town Clerk explained that a filing clerk would be helpful in records of destruction, getting the records in an electronic form, alleviating the lack of space in the office. Mayor Coombs added that the records upstairs need to be gone through and the filing clerk will work under the town clerk's guidance to make sure records that shouldn't be destroyed don't get destroyed. Councilmember Scott moved to approve the hire of a temporary filing clerk. Councilmember Rylander seconded the motion. All were in favor. The motion carried.

RESULT: APPROVED

AYES: MAYOR COOMBS, COUNCIL MEMBERS NORTHCOTT, BROWNING, SCOTT, AND RYLANDER

PUBLIC WORKS UPDATE: A job description was uploaded to the drive for the council to review. Councilmember Northcott had recommended adding some additional sewer descriptions and making the certification process 6 to 12 months. The council agreed to get the job announcement posted as soon as possible.

FIRE DEPARTMENT UPDATE: Councilmember/Fire Chief said all of the firemen were paid out for all of the fires they attended throughout the year. We will need to send an invoice to the district to recoup some of the cost from the callouts in unincorporated Daggett County.



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ADJOURNMENT: Councilmember Northcott moved to adjourn the meeting. Councilmember Scott seconded the motion. All were in favor. The motion carried. Mayor Coombs adjourned the meeting at 7:42 P.M.

David G. Coombs, Mayor

Marlena Connor, Town Clerk

APPROVED 02-16-2023